

No. 2(17)/2011-Admn-I
Government of Pakistan
Ministry of Commerce



Islamabad, the 4th March, 2014

C I R C U L A R

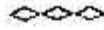
A copy of Circular No. 15(17)/2013-FA, dated 28-02-2014 received from Ministry of Religious Affairs and Inter-Faith Harmony regarding "**Selection of the post of Assistant Accounts Officer (BPS-17) at the Directorate General of Hajj, Jeddah (Saudi Arabia)**".

2. In this regard, it is requested that the officers in BPS-17 of this Ministry fulfilling the desired eligibility criteria (Qualifications and Experience) as mentioned in Para-2(sub-para (i-vii)) may kindly send their nominations **along with the required documents** duly approved/recommended by their respective Senior officers to this section latest by **07-03-2014** for onward submission to the Ministry of Religious Affairs and Inter-Faith Harmony, Islamabad.


(Muhammad Suleman Mahsud)
Section Officer (Admn-I)

- i. All BPS-17 Officers, Ministry of Commerce, Islamabad.
- ii. Copy to System/Network Administrator with the request to upload the subject post of Assistant Accounts Officer (BPS-17) at the Directorate General of Hajj, Jeddah (Saudi Arabia) on the Ministry's website.

Government of Pakistan
Ministry of Religious Affairs
and Inter-Faith Harmony



No. 15(17)/2013-FA

Islamabad, the 28th February, 2014

CIRCULAR

SUBJECT: NOMINATIONS FOR SELECTION OF THE POST OF ASSISTANT ACCOUNTS OFFICER (BS-17), AT THE DIRECTORATE GENERAL OF HAJJ, JEDDAH, SAUDI ARABIA.

The post of Assistant Accounts Officer (BS-17) in the Directorate General of Hajj, Jeddah, Saudi Arabia is required to be filled in by a suitable officer through a process of selection as per prescribed policy in this regard. Job Description of the post is as under:-

- Pre-audit of all payments.
- Tendering advice on all financial matters.
- Compilation of accommodation, compulsory Hajj dues, PWF, Regular Budget, Income of Pakistan Houses and Entertainment Accounts.
- Preparation of Annual Budget Estimates.
- Replies of Audit Paras.
- Submission of monthly cash account to CAO.
- Maintenance of Cash Books for accommodation and Compulsory Hajj Dues.
- Reconciliation with Banks.
- Handling of payment of accommodation charges and Compulsory Hajj Dues to the owners of buildings and Maktab-ul-Vokla (Rs. 6 billion).
- Handling of PWF Budget released to D.G.(Hajj), Jeddah for every Hajj operation.
- Handling of Regular Budget.

2. Eligibility criteria (Qualifications and experience etc.) are as under:-

- i) The selectee fulfills the requirements of the post as detail in the job descriptions.
- ii) The selectee in the same grade as the post to be filled and officers from higher and lower grades will not be considered.
- iii) The selectee has an over all good record of service particularly during the last five years of the service.
- iv) The selectee is at least a graduate or possesses the technical qualification required for the job.
- v) Persons within promotion zone within the next two years shall not be considered.
- vi) Those likely to retire during the next four years shall not be considered.
- vii) An officer shall not be posted abroad earlier.

(Contd.....P/2)

3. The Ministries / Divisions are required to forward nomination of suitable candidates fulfilling the requisite criteria and also to furnish following documents in duplicate:-

- i) Bio-data-cum-CV with photographs
- ii) Release Certificate
- iii) No Disciplinary / Criminal Proceedings Certificate
- iv) PERs grading for the last five years (from 2008 to 2013)
- v) The nominee is not in promotion zone in next two years.
- vi) The nominee is not retiring in next 04 years.
- vii) Certificate to the effect that the officer has not been posted abroad earlier.
- viii) Certificate to the effect that the officer is not beneficiary of NRO/Nab law

4. Closing date for receipt of applications is 20th March, 2014.

5. Only short listed candidates will be called for interview. No TA/DA will be given for the purpose.

Note :

- i) It may be noted that only civil servant are eligible for subject position.
- ii) No incomplete nominations will be entertained.
- iii) No nominations will be entertained after due date.
- iv) No nominations will be entertained without proper chennal.


(Zulfikar Ali Shah)
Section Officer (PA)
051-9207507

Distribution:

- 1) All Ministries / Divisions
- 2) The Auditor General of Pakistan, Islamabad.
- 3) The Controller General of Audit, Islamabad.
- 4) The Chief Secretary, Government of Punjab, Lahore
- 5) The Chief Secretary, Government of Sindh, Karachi
- 6) The Chief Secretary, Government of KPK, Peshawar
- 7) The Chief Secretary, Government of Balochistan, Quetta
- 8) The Chief Secretary, Government of Gilgit Baltistan
- 9) The Chief Secretary, Government of Azad Jammu & Kashmir

Copy to P.S to Secretary (RA&IH), Islamabad.